**Plan:**

Draw up a table with the following headings as shown:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date/Day/**  **Lessons/ Week** | **Time Allocated** | **Input data**  **Required.** | **Processing methods** | **What safety issues do I need to consider while creating a database?** | **Actual time taken to complete the step** | **Comments about:**  **Use of time (difference between**  **estimated and actual time**  **Use of resources**  **Difficulties**  **Successes** |

Using this table produce a production plan outlining your estimated use of time and resources when creating your

final database for holding data for stationery.

|  |  |
| --- | --- |
| Achievement Level | Descriptor |
| **0** | The student does not reach a standard described by any of the descriptors given below. |
| **1-2** | The student produces a plan that contains **some details** of the steps and/or the resources required. |
| **3-4** | The student produces a plan that contains a number of **logical** steps that include resources and time. The student makes **some** attempt to evaluate the plan. |
| **5-6** | The student produces a plan that contains a **number** of **detailed**, **logical** steps that describe the use of resources and time. The student **critically** evaluates the plan and justifies any modifications to the design. |

**PLAN:**

Maximum (6 marks)